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INSPECTOR GENERAL

76 2312

10 JUN 1976

DD/A Registry

76-2935

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Fighting Inflation and Reducing Daily Operating Costs
REFERENCE : DD/A 76-2736, 3 June 1976

Following are our comments regarding the three categories of savings described in Reference.

Group I: Savings to date for the current fiscal year.

a. We have reused the envelopes in which interoffice mail is forwarded and have found the removable stickers supplied for this purpose to be very convenient. Approximately 40 envelopes per week are reused in this fashion. Since most of these are reused a number of times, it would be difficult to quantify precise savings.

b. Whenever possible, we have used the two-sided copying technique for document duplication. The two-sided copy meter was installed on our Xerox 4000 copier in October 1975. From October 1975 to 10 June 1976, the two-sided copy feature has been used 3,376 times.

Group II: Expected annual savings in future fiscal years.

In addition to continuing the practices described in Group I above, we intend to change the way in which memorandums for the signature of the Inspector General or his Deputy are prepared. To date, such memorandums have been prepared in final form with all copies made before they are signed. When last minute changes occur, copies are destroyed and new ones made. To eliminate this wasteful practice in the future, copies of all IG and Deputy IG memorandums will be made only after the originals have been finalized and signed.

Group III: One-time savings for current or future fiscal years. STATINTL

None.

Deputy Inspector General

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